

CORRECTIONAL PEACE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance level positions in the police department, the primary duties of which involve the security, maintenance and safety of the jail facility, the maintenance of jail records, and the custody and care of persons arrested or detained under the legal authority of the police department. Correctional Peace Officers are commissioned officers with responsibility to perform specialized duties, and are empowered with and exercise police authority when necessary to make lawful detentions and arrests and to take criminal violators into custody. Employees of this class may occasionally transport arrestees via motor vehicle. Correctional Peace Officers report to and have work reviewed by the Jail Supervisor.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Maintains order within the City Jail. Admits and releases prisoners at the jail facility. Acts as booking officer in accordance with state law by searching arrestees delivered to booking and holding facility, recording property in possession of arrestee, interviewing and classifying arrestees concerning medical condition and personal information, and fingerprinting and photographing arrestees. May be required to exercise arrest powers, involving apprehending and taking into custody persons suspected of violation of state law or local ordinance.

Performs duties, both routine and specialized, necessary to provide for the welfare of persons in custody, including feeding, shelter, medical attention, and sanitation. Orders food for prisoners and supervises prisoners while meals are served. Distributes clothing to prisoners. Provides for medical needs of prisoners by checking medical records and administering medicine or by calling physician as needed. Supervises recreational and rehabilitation activities for prisoners. Hears prisoners' grievances and counsels prisoners. Exercises disciplinary control over prisoners.

Provides for jail security. Performs prisoner counts. Makes regular and random inspections of prison facilities and of persons in custody, and takes all security precautions to prevent the escape or commission of further criminal acts by persons in custody. Inspects all mail and packages sent to prisoners and conducts searches in order to discover and confiscate contraband. Makes periodic inspections of security devices to assure that such devices are operational, and the facility remains safe. Reports on conditions within the jail facility related to security and safety requirements. Escorts prisoners to court, medical facilities, or other correctional institutions. Supervises prisoner "trustees" who are assigned to work outside the jail facility.

Maintains all necessary records of all persons held in custody, including date of confinement, behavior, and work records. Maintains booking ledger and keeps all records current, in accordance with department procedures and state law. Completes forms, records, and reports required by filling in forms, completing standardized reports, and writing narrative reports following department procedure. Files reports, records, and forms in accordance with department policy. Performs duties associated with fingerprinting and photographing applicants for Alcoholic Beverage Outlet licenses.

Receives and directs phone calls from the public. Greets, interviews, and assesses requests from the public who appear at the police station, and directs visitors to appropriate locations or agencies. Takes complaints and information from citizens via telephone or in person, and relays pertinent information to police officers in person or via police radio. Answers inquiries from the public concerning persons in custody. Operates the police radio. Operates computerized equipment in order to perform records checks on criminal suspects and vehicles and to obtain police related information.

Takes necessary action to protect and secure all monies and property entrusted to the police department by the City of Kenner. Receives and records money for bonds. Requests purchase of supplies and equipment necessary for the operation of the jail, and makes such purchases as may be authorized. Checks out assigned or utilized equipment to insure that all equipment, including vehicles, is present and in workable condition. Refuels police vehicle.

Attends formal training classes conducted or sponsored by the

department. Reads and studies assigned materials. Prepares for standard performance of work and advancement.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and pass a Civil Service exam with a score of 75% or greater.

Must have a high school diploma issued from a state department of education or a valid certificate of equivalency from a state department of education and furnish with application, or furnish a copy of a college/university transcript from a state accredited college or university.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be not less than eighteen (18) years of age.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain and maintain a valid Louisiana driver's license.

Prior to confirmation, must obtain certification for Basic Correctional Peace Officer as required by Police Officer Standards and Testing (P.O.S.T.).

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